DEPARTMENT OF EDUCATION
RECORDS SECTION
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BY:
DATE: 8-26-24
TIME:
LIGAO CITY DIVISION, LIGAO CITY

Republic of the Philippines
Department of Education
Region V– Bicol
SCHOOLS DIVISION OFFICE OF LIGAO CITY

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Office of the Schools Division Superintendent

August 25, 2026

DIVISION MEMORANDUM
No. 0424, s.2026

82626465

ENCODING OF TEXTBOOKS AND TEACHERS MANUAL IN THE LEARNING RESOURCE MANAGEMENT INFORMATION SYSTEM

To: Assistant Schools Division Superintendent
Chief Education Supervisors, (CID/SGOD)
Public Schools District Supervisors
Public Elementary & Secondary School Heads
All Other Concerned

1. In line with the Department Memorandum No. OULS-2026-262 s, 2026, titled National Implementation and Phased Rollout of the Learning Resource Management Information System (LRMIS), the Schools Division of Ligao City along with the SDOs in Region V are scheduled for the simultaneous encoding of textbooks and teachers manual from August 24-29, 2029 in the LRMIS.

2. All schools are hereby reminded to complete the encoding of textbooks and teachers manual on or before August 29, 2026. School Heads shall ensure that designated personnel are provided with the necessary support to accomplish the required encoding within the prescribed period.

3. In view of the transfer of assignment of some Administrative Officers II (AO IIs) and the deployment of newly hired AO IIs, all concerned are advised to ensure the proper turnover of documents, files, records, and other LRMS-related materials to their successors or designated property costudian to ensure continuity of the activity.

4. The Division LRMS Team shall monitor the progress of the encoding and provide technical assistance, as necessary.

5. For strict compliance.

NYMPHA D. GUEMO
Schools Division Superintendent

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